



STATE OF TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE
Division of Regulatory Boards
TENNESSEE REAL ESTATE COMMISSION 500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
(615) 741-2273

ELECTRONIC FINGERPRINT SUBMISSION **ATTENTION ALL APPLICANTS**

All applicants are requested to utilize electronic fingerprint submission. Applicants should submit payment for fingerprint processing directly to the provider. Attach a copy of the receipt for electronic fingerprint submission to the application. **Out of state applicants must utilize option 2.**

- **Agency Name: Commerce and Insurance**
- **Applicant Type: Affiliate Broker, Broker, Timeshare Salesperson or Acquisition Agent Agency**
- **OIR#: TN920784Z**

Option 1

Identogo (MorphoTrust USA) (Electronically scanned fingerprint submissions) Morpho Trust USA will scan and transmit your fingerprints to the TBI and the FBI. You should make an appointment with MorphoTrust USA who will transmit the applicant's fingerprints to the TBI and FBI for processing. The report will be received by this office. You will submit payment for fingerprint processing directly to MorphoTrust USA. Applicants must take approved identification documents to the appointment with MorphoTrust USA. Please refer to the list of acceptable identification at <http://www.identogo.com/Home.aspx>

Online Scheduling:

- <http://www.identogo.com/Home.aspx>
- Click on the Tennessee map
- Select Online scheduling
- Enter required information
- Call Center Scheduling: Available Monday-Friday, 8:30 A.M.-4:30 P.M. (Central)
- If you do not have access to the internet you may call 855-226-2937
- Operators will collect required information and schedule your appointment

Option 2

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted may use MorphoTrust's Card Scan service. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. Please click on link for further instructions.

<http://www.11enrollment.com/state/forms/tn/53111054f305b.pdf>

Applicant Notification and Record Challenge: *Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.*